

JUVENILE ORIENTATION HANDBOOK

Cochise County Juvenile Court Detention Division



**100 S. Colonia de Salud, Suite 201
Sierra Vista, AZ 85635**

**Phone: 520-803-3000
Fax: 520-458-3492**

Abbreviations Used in this Booklet

DO	Detention Officer
JDC	Juvenile Detention Center
PO	Probation Officer
PREA	Prison Rape Elimination Act

Basic Informational Needs

- Tampering with any security device, air vent, fire alarm system or light is unsafe and is prohibited.
- Writing, drawing, painting, or defacing walls in any way, or any other part of the facility is prohibited.
- Light fixtures and cell windows shall remain uncovered at all times.
- All parts of the JDC to include cells, dayrooms, classrooms, etc. are subject to search at any time.
- You are subject to search at any time.

How to Report Misconduct

If you have witnessed or think you have witnessed any misconduct as outlined in this chapter, report the misconduct to a detention officer, detention supervisor, a teacher or other education staff, your parents, attorney, probation officer, counselor, volunteers, the chaplain, other clergy, anyone you trust. The grievance system may also be used.

Protection Against Retaliation

As in the grievance process, there will be no repercussion or retaliation for reporting inappropriate conduct. Alleging inappropriate conduct falsely with malicious intent may result in consequences based upon the specific circumstances.

Release

Before your release you will be expected to:

- Clean your cell/mattress
- Take your blanket to the laundry room

After changing into your own clothes:

- Review your property inventory sheet and sign indicating all your property has been returned to you. Remember to request your schoolwork, items from your file, etc. If anything is missing, bring it up BEFORE you leave the facility.

If you receive medication at the county's expense, you will receive at least a three-day supply of prescribed medications upon release.

If you have your own supply of medications that either your parents dropped off or were brought into detention with you, they will be returned upon your release..

The Prison Rape Elimination Act of 2003 (PREA)

PREA, is a federal statute requiring the elimination and prevention of sexual assault and rape in correctional settings. This includes consensual or non-consensual sexual acts of any kind, any inappropriate touching, indecent exposure, invasion of privacy and sexual harassment.

Zero Tolerance

The CCJDC has a zero tolerance policy for the occurrence of sexual assault, rape, inappropriate touching, sexual harassment, and indecent exposure, inappropriate invasion of privacy and profane or obscene language or gestures.

This policy applies to ALL CCJDC staff, detainees, volunteers, counselors, visitors and contractors. In short, ANY person in the CCJDC for ANY reason is required to comport themselves in compliance with this policy.

Romantic relationships of any kind with any other person while you are detained are prohibited. Under the law, a juvenile detainee is not able to consent to sexual or inappropriate contact with ANYONE they may meet in the detention environment. This is true even if you may be old enough for consent in other settings.

Romantic relationships of any kind, between CCJDC staff (to include volunteers, counselors, visitors, contractors, etc.) and detainees, are prohibited. This is true both during your stay in detention and also after your release.

You are required to report all sexual or inappropriate conduct you witness or are informed about at the CCJDC. Detention staff is also obligated to report misconduct of any kind.

If you are the instigator of sexual assault, rape, inappropriate touching, indecent exposure, invasion of privacy or sexual harassment, you will receive sanctions through the level system and may receive criminal charges.

Detainee Behavior Expectations

- Follow staff directions at ALL times. You are expected to do as the staff direct the first time they ask. Be respectful to detention staff, volunteers, visitors and other detainees at all times.
- You are expected to keep your hands to yourself and should not touch staff, other detainees, teachers, etc.
- Food given to you in detention is for your consumption only and you are not to give any food to other detainees.
- While in the dayrooms you must remain on the carpeted area unless you have permission from detention staff. Footwear must be worn while in the dayroom.
- Changing the channels on tv's/radios is only permitted with detention staff permission. Detainees are not to change the channel, raise or lower the volume, etc... without permission from staff.
- Gang activity in any form is not permitted. This includes graffiti, signs, gestures, drawings, writing, etc...
- You are not allowed to possess anything that is not given to you by detention staff and in accordance with the level system. You are not to take anything from another detainee.
- Violence in any form will not be tolerated. This includes fighting, threatening, intimidating, kicking, throwing items, etc... Acts of violence may result in additional charges being filed against you.
- Your conversations with other detainees and staff must be appropriate and you should not discuss your charges, sexual relationships, gangs, drugs, violence, rioting, escaping, etc... Further you may not use foul or offensive language.

You are expected to attend school daily and

- Complete assignments as directed
- Pay attention in class
- Follow teacher instructions
- Do not leave seat without permission

Staff Behavior Expectations

- Staff shall be respectful at all times and should praise and recognize positive behavior. Look for positive behavior and praise detainees for it.
- Staff conversations with each other and with detainees must be appropriate. It is not appropriate to discuss other staff, other detainees or our personal lives with detainees or with each other while in hearing distance of detainees.
- Staff shall not bring food or anything else into the facility for detainees unless approved by either a manager or the director. Approval must be obtained every time this occurs.
- Staff shall hold detainees accountable to the behavior expectations.
- During cell clean up only one juvenile per officer is out of their cell for clean up, i.e. one officer-one juvenile, two officers-two juveniles, etc... (an exception may be made if two juveniles are sharing a cell). Detainees are not to handle cleaner, and they are not to touch the cleaning cart or its contents. At no time shall the cleaning cart be left unattended while detainees are out of their rooms.
- During common area clean up, no more than 4 juveniles shall be out at the same time.
- Pat down searches shall be conducted after outdoor recreation and after school, prior to returning to the units.
- Strip searches are to be done after contact visits, upon return to the facility following transport, upon approval of manager/director, upon reasonable suspicion that contraband is being concealed.

A stock of over the counter medicines is available to detainees in accordance with a Standing Order from the nurse.

Medications not covered in the Standing Order, or specifically approved by the nurse, will not be issued by detention staff under any circumstances.

You are only allowed the hygiene products provided by detention. If you feel you require any special hygiene products for medical reasons, inform a DO and they will fill out a sick slip. The nurse will review the need.

A medical necessity, with the nurse's approval, is needed before any special hygiene products enter the facility.

Volunteers

Volunteers representing various denominations provide religious programming, services and counseling at the JDC weekly.

Your participation in any religious oriented program is strictly voluntary.

You will be asked to sign up for the various opportunities in advance to insure your voluntary participation.

You will not be subject to any sanction for choosing to not participate in any volunteer activity.

You are expected to behave appropriately during any volunteer activity.

A pastor or religious leader of your own faith may come to detention to visit you. This may be arranged by your parents or by you with your parent's permission. Request a visit of this kind by asking a DO.

You will not be required to have a pastoral visit. It is your choice.

Your parents may control or restrict your participation in religious oriented activities at the JDC.

Volunteers also come to the facility to help out in the classroom or with individual tutoring.

Use the acronym **TRRFCC** to remember the six pillars:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

Medical Needs

If you are ill or have an injury, inform a DO immediately, and the DO will fill out a sick slip. Most often, you will see the nurse later that same day. In some cases, we will receive instructions for your care from the nurse over the telephone.

You have the right to refuse treatment or medication. You will be asked to sign a form indicating your refusal. A supervisor will notify your parents, and you will be counseled by medical staff to insure you are making an informed decision.

There are exceptions to refusal of medical services. These include:

- Any life-threatening situation.
- If you are deemed to have impaired judgment or an altered mental state.
- An order of the court.

If you throw up in your toilet or suspect you have blood in your stool, do not flush the toilet until after a DO has seen it.

If you wear glasses, contacts or other medical aids, please be aware that these items are for YOUR USE ONLY. Do not share with other detainees. If you require contact solution and a contact lens holder, please inform detention staff and arrangements will be made to accommodate your needs.

Detention staff may not issue prescription medication without the nurse's approval.

TABLE OF CONTENTS

<i>Level System.....</i>	<i>5</i>
<i>Detainee Grooming and Dress</i>	<i>7</i>
<i>Emergencies.....</i>	<i>8</i>
<i>Facility Schedule.....</i>	<i>9</i>
<i>Peer Senate</i>	<i>10</i>
<i>Grievance Procedure</i>	<i>11</i>
<i>Mail Procedures</i>	<i>12</i>
<i>Telephone Procedures</i>	<i>14</i>
<i>Visitation Procedures.....</i>	<i>15</i>
<i>PO/Attorney Contacts.....</i>	<i>15</i>
<i>Education.....</i>	<i>17</i>
<i>Character Counts.....</i>	<i>18</i>
<i>Medical Needs.....</i>	<i>19</i>
<i>Volunteers</i>	<i>20</i>
<i>The Prison Rape Elimination Act of 2003 (PREA).....</i>	<i>21</i>
<i>Zero Tolerance</i>	<i>21</i>
<i>Protection Against Retaliation.....</i>	<i>22</i>
<i>Release</i>	<i>22</i>

Level System (The level system will be changing approximately April of 2011)

To promote an orderly facility and to teach the concept of personal responsibility, the detention center has a level system in place. The level of freedom, access and privileges you will receive while in detention will be directly linked to the level of appropriate behavior you display while here. Your level is based on your actions only. What might be happening with your case or your charges have no bearing on your level.

Philosophy of the level system

- The level system is intended to encourage detainees to modify their behavior through the use of increasing responsibilities and privileges.
- To instruct detainees that they are responsible for their own choices and behavior, and that privileges are increased or decreased as a result of these choices.
- Detention staff shall be firm, fair and consistent when applying the rules of the level system.

A detainee arriving at the detention center shall initially be placed on level 1.

After four consecutive days of appropriate behavior, the detainee shall advance to level 2 on the fifth morning.

If a detainee receives two warnings while at level 1, their level date will be adjusted and the four-day requirement for promotion to level 2 will start from the new date.

A detainee may be promoted from level 2 to 3 after seven consecutive days of appropriate behavior if they have one warning and maintain Student of the Week (SOW) during this period.

A detainee may also be promoted from level 3 to level 4 after seven consecutive days of appropriate behavior, no warnings, and maintaining SOW during this period.

A level 4 who has demonstrated exceptional behavior may complete a written application requesting consideration for promotion to level 5 after three consecutive weeks as a level 4 with no warnings. Normally an applicant for level 5 will be interviewed by at least one supervisor or one manager. A level 4 may be promoted to level 5 on any day of the week after the advancement is approved by a minimum of two supervisors and an operations manager.

A detainee who has already been a level 2 - 5 and is returned to level 1 shall have to maintain level 1 status for one week before being eligible for advancement to level 2.

A detainee who makes level 3 - 5 and is level dropped or receives a warning must maintain seven consecutive days of good behavior and SOW.

Character Counts

While in detention, you will be exposed to the program Character Counts. This program is a youth-ethics initiative of ethical values that is based on six pillars of character. These pillars are:

Trustworthiness

Be honest. Don't deceive, cheat or steal. Be reliable – do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends and country.
Color = Blue

Respect

Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hurt or hit anyone. Deal peacefully with anger, insults, disagreements.
Color = Yellow or Gold

Responsibility

Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act – consider the consequences. Be accountable for your choices.
Color = Green

Fairness

Play by the rules. Take turns and share. Be open-minded; listen to others. Don't take advantage of others. Don't blame others carelessly.
Color = Orange

Caring

Be kind. Be compassionate and show that you care. Express gratitude. Forgive others. Help people in need.
Color = Red

Citizenship

Do your share to make your school and community better. Cooperate. Get involved in community affairs. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.
Color = Purple

Education

Education is the primary program at the Cochise JDC.

The education team at the JDC consists of two certified teachers and two transition officers.

Within a day of your detention hearing, a transition officer will enroll you in the school. (Weekends and holidays excluded)

The detention school operates Monday through Friday every week of the year with a break only during ten designated holidays each year.

First time detainees will take a diagnostic evaluation to establish their academic standing.

The teachers will focus on assisting you in your weak areas as discovered by the evaluations.

Level 3, 4, and 5 can wear shower shoes in the dayroom only.

If a detainee has been placed on behavioral room confinement, the level 1 standing will start at the time you come off of room confinement.

For more information regarding disciplinary actions and how to regain your levels, please refer to the Level System Guidelines posted in the units.

Detainee Grooming and Dress

All clothing required during your stay here will be provided to you by this facility.

You are expected to wear the provided clothing properly.
All clothing will be sized to fit. This means no sagging.

Defacing, ripping, or otherwise damaging the clothing can result in further charges.

All detainees will receive the following as basic issue:

- Underwear
- Sports Bra (Female only)
- Socks
- Uniform (Top and bottom)
- Slip on shoes (Can be orange or blue)
- Flip flops for use during showers
- Sweatshirt (During winter months)

The uniform you receive will be specific to your level. All detainees start as a level 1.

Level 1 detainees will receive an orange uniform and a white t-shirt.

Level 2 detainees receive an orange uniform, and a green t-shirt.

Level 3 detainees receive an orange uniform, and a maroon t-shirt.

Level 4 detainees receive a blue uniform with a blue T-shirt and boxers in place of underwear.

Level 5 detainees receive a blue uniform, a white t-shirt and boxers in place of underwear.

Sometimes the pants size that best fits your waist may be longer than the length of your legs. If this is the case, you will be asked to neatly roll up the extra material to be at your ankle level when standing.

Your PO or attorney may visit you at any reasonable time.

Twice a week detention staff will call your PO or attorney at your request if you want to talk to them. A sign up sheet for these calls will be passed around to detainees on Mondays and Wednesdays. All call requests will be honored. Detention staff will **relate** to the PO or attorney's secretary the names of detainees who would like to talk to them.

Remember, detention will make the calls, but it is the decision of the PO or attorney whether they call you back or come to the facility. They may oftentimes take no action at all. Detention cannot control this.

Visitation Procedures

Visitation hours are as follows:

Tuesday 6:00 p.m. to 8:00 p.m.

Thursday 6:00 p.m. to 8:00 p.m.

Saturday 11:00 a.m. to 7:00 p.m. (1 hour contact visits; Level 5 only)

Sunday 8:00 a.m. to 12:00 p.m.

Sunday 6:00 p.m. to 8:00 p.m. (30 minute contact visits; Level 4 and 5)

Visits prior to or after a court may also be approved.

If your parents or other approved visitors are unable to visit during the above times, special accommodations may be made at the discretion of the Detention Services Division Director and/or supervisory staff.

All visits are by appointment, except court associated visits.

The standard appointment is for 30 minutes.

Visitors may not bring anything with them for detainees during a visit other than age appropriate books and magazines, which will be inspected by detention staff before being given to a detainee. Any material deemed to be inappropriate will be returned to your visitor or placed in your folder for you when you are released.

Two family members may visit at a time for non-contact visits. Up to four family members may visit at a time for contact visits.

A supervisor must approve any additional visitors.

Detainees are not required to visit non-court visitors.

The visitors you may receive will be based upon your level.

Level 1 & 2 Parents/Guardians only

Level 3 Parents/Guardians and siblings

Level 4 Parents/Guardians, siblings, aunts, uncles, grandparents

Level 5 Parents/Guardians, siblings, aunts, uncles, grandparents

Cousins, friends, boy- or girlfriends are not allowed to visit. Spouses must present proof of marriage.

Your own children may visit with a birth certificate.

Visitors not specifically approved by the level system require an exception to policy to visit a detainee.

PO/Attorney Contacts

Emergencies

In the event of any emergency, listen to the detention staff and follow their instructions.

Unannounced fire and/or emergency drills are held regularly in the facility.

Evacuation plans for the facility are located in each classroom, housing unit, visitation rooms, and offices in the JDC. Familiarize yourself with these plans. In general, the plans take the shortest route from your current location in the building to the large fenced outdoor area.

For your safety, the facility is equipped with a sprinkler system. The system is under high pressure and the water in it does not circulate freely as in the regular water supply system. As a result, if pulled, cold, slimy, dark colored, brackish water comes out of the sprinklers at high pressure. The safety of everyone in the building is put in jeopardy if these devices are activated without an actual emergency.

Do not play with or pull the fire sprinklers.

Pulling a fire sprinkler is a Class 5 felony.

For your safety, the JDC is equipped with heat and smoke detectors in every room. There are, however, NO audio or visual fire alarms located in the JDC work or housing areas. This requires that you must always respond quickly to the DO's request to evacuate the building.

Once in a safe place outside of the facility you will be restrained with leg irons and/or handcuffs in case further evacuation becomes necessary. This may occur during drills as well.

Facility Schedule

Weekdays:

Wake up
Clean up cells
Breakfast
Hygiene
School
Lunch
School
Hygiene
Programming/Recreation time/Religious volunteers (Mondays and Wednesdays)
Dinner
Showers/Hygiene
Programming/Recreation time
Dayroom clean up
Lights out

Weekends:

Wake up
Breakfast
Hygiene
Clean up cells
Programming/Free time
Lunch
Hygiene
Religious volunteers (Sundays)
Dinner
Programming/Recreation time
Dayroom clean up
Lights out

Telephone Procedures

Detainees have access to the telephone in accordance with local practice and the level system.

All telephone calls will be for ten minutes.

You will be afforded an intake call as soon as possible after your intake. Detainees may receive calls from parents, guardians and grandparents as allowed by the level system.

Calls to or from appropriately identified clergy, attorneys, Court staff and counselors are allowed and are not counted as a call under the level system.

A detention officer will dial all outgoing calls and verify identity of person being called.

Calls will not generally be monitored but may be under some circumstances.

If your demeanor becomes inappropriate during a call (examples: yelling, foul language, and anger) the call will be terminated by the detention staff.

If you speak to an individual other than the person who was authorized to receive the call, detention staff will terminate the call.

Long distance calls outside of Cochise County shall be done with a calling card or collect only. (Except an intake call.)

Legal telephone calls are calls to your PO or attorney.

Detention staff will remind you twice a week about legal calls. If you indicate that you want to call your attorney, the DO will take your name and give it to the control officer who will call the offices of the various attorneys.

Please remember that we can only call and leave the message that you would like to speak to the attorney. It is up to the attorney to call back or come to visit you in detention.

There will be no time limit for legal phone calls.

Your Name
Cochise County Juvenile Detention
100 Colonia de Salud, Suite 201
Sierra Vista, AZ 85635

Person's Name
House Number and Street
Name
Apartment Number (if
necessary)
City, State, Zip Code

An example of a properly addressed letter is posted in each unit as well.

Privileged mail is mail between you and your Attorney, the Judge or any elected official.

There is no restriction to the amount of privileged mail you may send and receive. Privileged mail will be opened in your presence and inspected for contraband.

Any contraband will be removed. Items such as paperclips and staples will be removed before the correspondence is given to you.

To protect your rights, any letter you write to the Judge will be sent to your attorney first.

Peer Senate

The Peer Senate allows detainees to discuss issues that affect them at the JDC, propose changes, air complaints and concerns, and present suggestions from the "detainee" perspective of the facility. Members of the Peer Senate may also express their opinions on level promotions.

A Peer Senate meeting will occur at least once per month. A staff member will be present at each Peer Senate meeting. They will guide the conversation and model appropriate meeting behavior for detainees.

The staff member shall also take action minutes to present to the supervisors.

A supervisor shall respond to the minutes of the Peer Senate within a week.

Level 3, 4, and 5 detainees in each pod will constitute the membership of the Peer Senate.

Level 4 and 5 detainees are voting members of the Peer Senate.

Grievance Procedure

The purpose of a grievance is to allow a detainee to make a complaint about any aspect of their stay in detention.

Grievance issues can be related to issues of property, visitation, mail, food service, conditions of confinement, access to programs, religion, etc.

All detainees have full access to the grievance process.

Peer Senate is also an avenue to bring up issues and questions about conditions of confinement at the JDC.

Detention staff will always attempt to resolve any issue at the lowest level possible. Always inform staff of concerns you may have. We will try to resolve it immediately. If we can not resolve it for you, or if you would prefer to put it in writing first, just ask for a grievance form.

Detention staff will assist you, if you need help in filling out the form.

You will not receive a grievance form and pencil if you are visibly agitated, yelling, threatening, etc. When you have calmed down you will receive the form and writing utensil to complete the form. .

The finished grievance form will be given to a supervisor who will review it and take action within 48 hours. (Excluding weekends and holidays.)

The supervisor will meet with you to discuss the response.

You will be asked to circle the phrase "I agree with this resolution" if the matter has been resolved.

If you disagree with the response, you may circle the phrase "I want to appeal". The grievance will then go to the detention division director or designee who has seven days to respond.

If the issue of the grievance is a matter that is urgent due to time constraints or an emergency situation, a supervisor/manager will review the grievance immediately.

Mail Procedures

You may send and receive mail while in the JDC.

There is no limit to the amount of mail you may send or receive as long as you bear the cost.

You may send one letter per week at County expense.

More stamps per week are available as an incentive in the level system.

Additional stamps may be sent you for your use by your parents, guardian, and other family or friends. Any unused stamps sent to you will be returned upon your release

Although incoming and outgoing mail will not be read, it will be inspected for contraband.

All incoming letters shall be opened in your presence and inspected for contraband.

Any contraband found, (excluding illegal items) will be taken and placed in your file for you to take upon your release.

Illegal contraband found in correspondence may lead to the filing of criminal charges against you or the person who sent the contraband.

While in Detention, you may not correspond with victims, probationers, parolees, anyone detained at the JDC in the last six months or any person you may have been court ordered not to communicate with. Exceptions may apply for close family members.

You may not correspond with any adult in prison, jail or other detention facilities, unless that person is a close relative.

Ask a supervisor if you feel you need to correspond with anyone in an adult institution, and they will determine if it can happen or not.

You will receive the mail within 24 hours of its arrival at the JDC.

Please ask the officer in charge of your unit if you need assistance reading or writing a letter.

Hand all outgoing mail to a detention officer unclosed for contraband inspection.

Detention staff will give you envelopes, as you require.

This is the information you need to have on the envelope for outgoing mail: